

## New functionality in TREX 1.2

### Requesting Reimbursement for Travel Expenses that must be paid before the Begin Date of the Trip.

The current process to request reimbursement when expenses must be paid before the trip takes place is to manually submit a 'Request for Issuance of Check' (RFIC) with the receipt attached to the Travel Office. When the Expense Report for the trip is prepared, the expenses reimbursed through the RFIC should not be included. It is required to make a note about the early reimbursement.

In TREX v1.2 is possible to prepare a 'Prepayment Expense Report' to request reimbursement for these expenses. The procedure is as follows:

- A Trip Authorization is required in the system and it must be Division Approved.
- A 'Prepayment Expense Report' must be created and submitted for approval. The approval process is the same as for a regular Expense Report.
- The only expenses that will be reimbursed are Registration fees and Lodging.
- Reimbursement is payable to the traveler.
- After the trip takes place, an Expense Report must be created including all the expenses incurred on the trip, the prepaid expenses will be automatically populated with a negative amount to offset the amounts paid early.
- If the trip is canceled after a prepayment has been reimbursed, the related documents shouldn't be cancelled in TREX. An Expense Report must be created to offset the prepayment and the traveler must pay back to the Laboratory the payment made to him. The check reimbursing the Lab will be the required receipt for the Expense Report.
- If a prepayment is required to attend outside training in a nearby location, the documents in TREX must be created for a 'Domestic' trip.
- Travel expenses claimed and reimbursed up front through a Prepayment Expense Report are not charged to the project, they are recorded as a 'prepayment' to the traveler. The project will be charged when the total expenses are reported through the Expense Report for the trip.
- To View or Modify a Prepayment Expense Report use the 'Action Request' 'Expense Report-View' or 'Expense Report-Modify'.
- Prepayment Expense Reports as Regular Expense Reports can be Cancelled if needed only if they are in 'Pending' status.


Prepayment Expense Report is a new trip document in TREX. It can be selected from the 'Action Request'.

The screenshot shows the TREX system interface. At the top, there is a logo for 'DENKELT.LAB'. Below it, the 'Trip Navigation' section is visible. The main section is titled 'Trip Action and Key Information'. It contains a search bar for 'Traveler (Last Name,First Name)' with the value 'Reed,Harry' and an 'ID' field with the value '736267'. Below this is the 'Key Information' section. A dropdown menu for 'Action Request' is open, showing a list of options: 'Expense Report - Create', 'Authorization - Cancel', 'Authorization - Create', 'Authorization - Modify', 'Authorization - View', 'Expense Report - Cancel', 'Expense Report - Create', 'Expense Report - Modify', 'Expense Report - View', 'Prepayment Exp Report - Create', and 'Supplemental Exp Rpt - Create'. The 'Prepayment Exp Report - Create' option is highlighted with a red box. There are also fields for 'Begin Date', 'Trip Name', and 'Business Location (first)' with a 'Go' button. At the bottom, there are links for 'TREX Information' and 'Reimbursement Guidelines'.

The Expense Report is identified as an 'Expense Report for Prepayment'

The only Expense Types to select from are:

- Pre-paid Lodging
- Pre-paid Registration Fees



Home | Worklist | MultiChannel Cor

## Expense Report Entry

Harry Reed      Employee ID: 736267      Report ID: NEXT

**Enter Report Information**

**LBNL Trip #:** 000063809  
**Trip Name:** TREX 1.2 Functionality  
**Business Purpose:** Conference  
**Business Location (first):** MELBOURNE,AUS  
**Begin Date:** 10/15/2008  
**End Date:** 10/25/2008

**Trip Type:** Foreign  
**Trip Comments:**  
**Travel Auth ID:** 0000022228

☐ Supplemental Expense Report  
☒ Expense Report for Prepayment

**Trip Description and Benefit**

**Project Information**

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	100.00	YN0100000	CF	OPEXP

**Itinerary Legs**

Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days
1 10/15/2008	SAN FRANCISCO,CA	10/16/2008	MELBOURNE,AUS	2	
2 10/18/2008	MELBOURNE,AUS	10/18/2008	SYDNEY,AUS	3	
3 10/21/2008	SYDNEY,AUS	10/21/2008	CANBERRA,AUS	4	
4 10/25/2008	CANBERRA,AUS	10/25/2008	OAKLAND,CA		

**Enter Expense Lines**

Select	*Expense Type	Receipt Required	*Expense Date	*Amount Spent	Location	*Payment Type
		<input type="checkbox"/>				

**Add:**

Pre-paid Lodging

Pre-paid Registration Fees

Copy Selected Expense(s)...

Delete Selected Expense(s)

Check For Errors

Trip History

Travel Currency Converter

**Expense Report Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Corporate Card:	0.00 USD
Lab Paid Expenses:	0.00 USD	Reimbursement/Prepayment:	0.00 USD
Cash Advances Applied:	0.00 USD	Total due company:	0.00 USD
Prepayments Applied:	0.00 USD		

Save For Later

Select Approver

Submit For Certification

Printable View

Completed Prepayment Expense Report



## View Expense Report

### Expense Report Detail

Harry Reed

Employee ID: 736267

Report ID: 0000012806

#### Enter Report Information

LBNL Trip #:	000063809	Trip Type	Foreign	<input type="checkbox"/> Supplemental Expense Report
Trip Name:	TREX 12 Functionality			<input checked="" type="checkbox"/> Expense Report for Prepayment
Business Purpose:	Conference	Trip Comments:		
Business Location (first):	MELBOURNE,AUS			
Begin Date:	10/15/2008	End Date:	10/25/2008	
Report Status:	Paid	Travel Auth ID:	0000022228	
Created On:	01/25/2009	By:	APECORAR	Last Updated: 01/26/2009 By: CTHOMAS
Post Status:	Posted	Accounting Date:	01/26/2009	

#### Trip Description and Benefit

Showing an Expense Report with a previous pre-payment

#### Trip Abstract For Foreign Report

Prepayment Expense Report

#### Project Information

Project	Primary	Percentage Split	B+R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	100.00	YN0100000	CF	OPEXP

#### Itinerary Legs

Primary information		Per-Diem information	Host information	Conference	Foreign	FEED
	Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days
1	10/15/2008	SAN FRANCISCO, CA	10/16/2008	MELBOURNE, AUS	2	
2	10/18/2008	MELBOURNE, AUS	10/18/2008	SYDNEY, AUS	3	
3	10/21/2008	SYDNEY, AUS	10/21/2008	CANBERRA, AUS	4	
4	10/25/2008	CANBERRA, AUS	10/25/2008	OAKLAND, CA		

#### Enter Expense Lines

Receipt Required	*Expense Type	*Expense Date	*Amount Spent	*Location	*Payment Type
<input checked="" type="checkbox"/>	Pre-paid Registration Fees	10/18/2008	2,850.00	MELBOURNE, AUS	Cash
<input checked="" type="checkbox"/>	Pre-paid Lodging	10/16/2008	800.00	MELBOURNE, AUS	Cash

[Trip History](#) | [Travel Currency Converter](#)

#### Expense Report Totals

Employee Expenses:	3,650.00	USD	Due Employee:	3,650.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Corporate Card:	0.00	USD
Lab Paid Expenses:	0.00	USD	Repay Advance/Prepayment:	0.00	USD
Cash Advances Applied:	0.00	USD	Total Due Company:	0.00	USD
Prepayments Applied:	0.00	USD			

[Printable View](#)

#### Current Approval Status

Routing	Name	Status	Date
Originator	Pecoraro, Aurora	Submitted	01/26/2009
Division Approver 1	Axthelm, Charles A	Approved	01/26/2009
Pre-Pay Auditor	Thomas, Cynthia	Approved	01/26/2009

#### Approval Detail

Name:	Axthelm, Charles A
Comment:	

If an 'Expense Report for Prepayment' is saved without being submitting or it is Returned for Revision by an approver, it can be opened by selecting the 'Action Request' 'Expense Report – Modify'. To view Expense Reports for Prepayment the 'Action Request' to select should be 'Expense Report – View'. The screen from where the Expense Report can be selected to be viewed or modified looks like this:

#### Trip Navigation

#### Trip Action and Key Information

Traveler (Last Name, First Name)	Reed, Harry	*ID	738287
----------------------------------	-------------	-----	--------

#### Activity

Customize   Find   View All   <span>1st 1 of 8</span> <span>Last</span>												
Select	LBNL Trip #	Report ID	Status	Trip Canceled	Supplemental Expense Report	Expense Report for Prepayment	Trip Name	Trip Type	Trip dates released	Begin Date	End Date	Business Location (First)
<input type="checkbox"/>	000061574	0000010814	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UC AA/EEO DivAdministratorsMtg	Domestic	<input type="checkbox"/>	10/07/2008	10/09/2008	ONTARIO, CA
<input type="checkbox"/>	000061595	0000010827	Canceled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2008 DBP Summit	Domestic	<input type="checkbox"/>	11/11/2008	11/15/2008	WASHINGTON, DC
<input type="checkbox"/>	000062007	0000011219	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2008 SHRM Diversity Conf	Domestic	<input type="checkbox"/>	10/25/2008	10/29/2008	ATLANTA, GA
<input type="checkbox"/>	000062316	0000011324	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual Directors StrategicMtg	Domestic	<input type="checkbox"/>	09/28/2008	09/29/2008	SANTA CRUZ, CA
<input type="checkbox"/>	000063456	0000012398	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCStaffDivCouncilMtg-UCR	Domestic	<input type="checkbox"/>	01/13/2009	01/15/2009	RIVERSIDE, CA
<input type="checkbox"/>	000063800	0000012800	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEST 1.2	Foreign	<input type="checkbox"/>	12/01/2008	12/08/2008	SINGAPORE, SGP
<input type="checkbox"/>	000063808	0000012805	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST PREPAYMENT	Foreign	<input type="checkbox"/>	12/15/2008	12/20/2008	LONDON, GBR
<input type="checkbox"/>	000063809	0000012806	Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TREX 1.2 Functionality	Foreign	<input type="checkbox"/>	10/15/2008	10/25/2008	MELBOURNE, AUS

Start Over

[TREX Information](#)

[Email TREX Help](#)

[Reimbursement Guidelines](#)

As for any other expense report, approvers have the option to approve or to send back for revision.

After the trip has taken place, an Expense Report for the full cost of the trip must be created.

This is an Expense Report from an Authorization.

The system automatically creates the offset lines for the pre-paid amounts that are not editable (highlighted in red)

The actual expense(s) for which a prepayment was processed must be reported in this final Expense Report, to account for the total cost of the trip (highlighted in green)

**Expense Report Entry**

Harry Reed Employee ID: 736267 Report ID: 0000012843

**Enter Report Information**

LBNL Trip #: 000063809 Trip Type: Foreign ☐ Supplemental Expense Report  
Trip Name: TREX 1.2 Functionality ☐ Expense Report for Prepayment  
Business Purpose: Conference Trip Comments:  
Business Location (first): MELBOURNE,AUS  
Begin Date: 10/15/2008 End Date: 10/25/2008 Travel Auth ID: 0000022228  
☐ Trip not taken? (Check this flag to close out the trip.)

**Trip Description and Benefit**

Showing an Expense Report with a previous pre-payment

**Project Information**

Project	Primary	Percentage Split	B+R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	100.00	YN0100000	CF	OPEXP

**Binary Legs**

Primary Information	Pan Diem Information	Host Information	Conference	Foreign
Departure Date	Departure City/State or City/Country	Arrival Date	Business City/State or City/Country	Number of Nights at Location
1 10/15/2008	SAN FRANCISCO,CA	10/16/2008	MELBOURNE,AUS	2
2 10/16/2008	MELBOURNE,AUS	10/18/2008	SYDNEY,AUS	3
3 10/21/2008	SYDNEY,AUS	10/21/2008	CANBERRA,AUS	4
4 10/25/2008	CANBERRA,AUS	10/25/2008	OAKLAND,CA	

**Enter Expense Lines**

Select	Expense Type	Receipt Required	Expense Date	Amount Spent	Location	Payment Type
<input type="checkbox"/>	Pre-paid Registration Fees	<input type="checkbox"/>	10/18/2008	-2,850.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Pre-paid Lodging	<input type="checkbox"/>	10/16/2008	-800.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Repay Prepayment	<input type="checkbox"/>	10/15/2008	0.00		Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/15/2008	94.50	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/16/2008	163.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/16/2008	126.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/17/2008	163.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/17/2008	126.00	MELBOURNE,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/18/2008	174.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/18/2008	142.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/19/2008	174.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/19/2008	142.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/20/2008	174.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/20/2008	142.00	SYDNEY,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/21/2008	167.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/21/2008	111.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/22/2008	167.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/22/2008	111.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/23/2008	167.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/23/2008	111.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	10/24/2008	167.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/24/2008	111.00	CANBERRA,AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	10/25/2008	83.25	CANBERRA,AUS	Cash
<input type="checkbox"/>	Airfare: Lab-Purchased	<input checked="" type="checkbox"/>	10/15/2008	1,850.00	MELBOURNE,AUS	Lab Travel Agency
<input type="checkbox"/>	Registration Fee	<input checked="" type="checkbox"/>	10/18/2008	2,850.00	MELBOURNE,AUS	Cash

Add: New Expense OK Copy Selected Expense(s) Delete Selected Expense(s)

**Check For Errors** Personal Days and Meals Provided Trip History Travel Currency Converter Prepayments Cash Advance(s)

**Expense Report Totals**

Employee Expenses:	7,515.75 USD	Definition of Totals	Due Employee:	2,015.75 USD
Non-Reimbursable Expenses:	0.00 USD	Update Totals	Due Corporate Card:	0.00 USD
Lab Paid Expenses:	1,850.00 USD		Repay Advance/Prepayment:	0.00 USD
Cash Advances Applied:	0.00 USD		Total Due Company:	0.00 USD
Prepayments Applied:	3,690.00 USD			

Save For Later Select Approver Submit For Certification Printable View

The Expense Report Totals show the total cost of the Trip and The Prepayment Amount Applied to this Expense Report, leaving the difference as Due to the Employee. (In this example the Lab Paid Airfare is also deducted from the amount Due to the Employee).

Once this Expense Report is Approved for Payment, the project is charged with the total cost of the trip.

In the event that a prepayment was made for a higher amount that the actual expense (e.g. lodging refundable deposit not fully used), after the Trip has taken place there is a balance that the traveler owes to the Laboratory.

In this case, the system will automatically insert an Expense line: 'Repay Prepayment' for the balance. (Not editable)

This expense requires a receipt which should be the check to reimburse the Lab. (Without receiving a check for the balance the Expense Report will not be paid)

The Expense Report Totals show the Repay Prepayment Amount

**Expense Report**

**Expense Report Entry**

Helena Cheng Employee ID: 801619 Report ID: 0000010605

**Enter Report Information**

LBNL Trip #: 000061303 Trip Type Foreign ☐ Supplemental Expense Report  
Trip Name: TREX 1.2 Functionality Pre-py ☐ Expense Report for Prepayment  
Business Purpose: Conference Trip Comments:  
Business Location (first): MELBOURNE,AUS  
Begin Date: 01/05/2009 End Date: 01/15/2009  
Report Status: Pending Travel Auth ID: 0000020883  
Created On: 02/18/2009 By: APECORAR Last Updated: 02/18/2009 By: APECORAR  
Post Status: Not Applied  
☐ Trip not taken? (Check this flag to close out the trip.)

**Trip Description and Benefit**

TREX 1.2 Functionality Pre-payment

**Project Information**

Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	100.00	YN0100000	CF	OPEXP

**Itinerary Legs**

Primary information	Per-Diem information	Host information	Conference	Foreign	
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days
1 01/05/2009	SAN FRANCISCO, CA	01/07/2009	MELBOURNE, AUS	2	
2 01/09/2009	MELBOURNE, AUS	01/09/2009	SYDNEY, AUS	3	
3 01/12/2009	SYDNEY, AUS	01/12/2009	CANBERRA, AUS	3	
4 01/15/2009	CANBERRA, AUS	01/15/2009	SAN FRANCISCO, CA		

**Enter Expense Lines**

**Overview** Detail Mileage ☐

Select	Expense Type	Receipt Required	Expense Date	Amount Spent	Location	Payment Type
<input type="checkbox"/>	Re-Pay Advance	<input type="checkbox"/>	01/05/2009	0.00		Cash
<input type="checkbox"/>	Registration Fee	<input type="checkbox"/>	01/10/2009	-2,000.00	SYDNEY, AUS	Cash
<input checked="" type="checkbox"/>	Repay Prepayment	<input checked="" type="checkbox"/>	01/05/2009	284.50		Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/05/2009	78.75	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/06/2009	105.00	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/07/2009	135.00	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/07/2009	105.00	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/08/2009	135.00	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/08/2009	105.00	MELBOURNE, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/09/2009	145.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/09/2009	117.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/10/2009	145.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/10/2009	117.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/11/2009	145.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/11/2009	117.00	SYDNEY, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/12/2009	139.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/12/2009	93.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/13/2009	139.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/13/2009	93.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	01/14/2009	139.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/14/2009	93.00	CANBERRA, AUS	Cash
<input type="checkbox"/>	Meals&IncidentalExpenses (M&IE)	<input type="checkbox"/>	01/15/2009	69.75	CANBERRA, AUS	Cash

Add: New Expense OK Copy Selected Expense(s) Delete Selected Expense(s)

**Check For Errors** Personal Days and Meals Provided Trip History Travel Currency Converter Prepayments Cash Advance(s)

**Expense Report Totals**

Employee Expenses:	2,215.50 USD	Definition of Totals	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Update Totals	Due Corporate Card:	0.00 USD
Lab Paid Expenses:	0.00 USD		Repay Advance/Prepayment:	284.50 USD
Cash Advances Applied:	500.00 USD		Total Due Company:	0.00 USD
Prepayments Applied:	2,000.00 USD			

Save For Later Select Approver Submit For Certification Printable View

**Current Approval Status**

Routing	Name	Status	Date
Originator	Pecoraro, Aurora	In Process	
Division Approver 1	Athelm, Charles A		
Pre-Pay Auditor			

**Approval Detail**

Name: Athelm, Charles A

Comment:

If a trip where prepayments have been paid ends up being canceled and it will not take place, an expense report must be created to record the expense according with the terms agreed when making the pre-payment.

